

A Brief Introduction to Ancestry.com Library Edition

NOTE: This resource can only be used at the library. You must be on our wifi network to access Ancestry.com for free.

Where do I find Ancestry on the Library's website/computers?

- Go on the Orillia Public Library website: www.orilliapubliclibrary.ca
- Click on "Digital Library" at the top of the page.
- On the left side of the page, select "A-Z"
- **Ancestry Library Edition** will be first on the list.

To do a Basic Search:

- Click on "Begin Searching" and then type in the name of the person you are looking for and whatever other information you may know such as birth year or location.
- As this is a "wide open" search, it will bring up thousands of results, most of which will not be relevant to your person. The more information you know, the more specific your search will get.
- You can also go directly to one of the areas you are searching. At the bottom of the home page you will see the following titles: **Search Census, Search Vitals (birth, marriage, death), Search Military, Search Immigration**. If you click on one of those titles, you will be taken to that specific page.
- If a document comes up from your search that you think is for your person, you can click on "view original document" to see it.
- If you start with the "Begin Searching" screen, you will still have the opportunity to narrow down exactly what you are looking for by clicking items on the left side of the screen.

For a more Specific Search:

- Click on "Begin Searching". On the right side of the screen you will see "Explore by Collection". Select the item you would like to focus on under that heading.
- To zero in on a **specific country**, select your country of choice from the map or the list at the bottom of the page.
- To find even more specific areas, click on the "View All in Card Catalog" at the bottom right hand side of the screen.
- Ancestry is adding new records on a daily basis. To see what is new, click on "New Collections" on the banner at the top of the page.
- If you need charts or forms to put your information on, click on "Charts and Forms" also on the banner at the top of the page.
- To learn more about how to search the millions of records click on the "Learning Centre" button, also on the banner at the top of the page.
- Want to see if someone has posted a message about something you are trying to find? Click on "Message Boards", once again at the top of the page.

Research Advice:

- Don't get discouraged. Ancestry is updating their records every day and if you can't find something today, it may be there tomorrow.
- Play with this database. Don't expect to find the perfect piece of information immediately after you go on the site. Click on different pages, look around, change information and searches, etc. More than likely, some necessary piece of information will come up to provide a clue to add to your research.